E-LEARNING MADE EASY
Procedures to Enhance Your E-Learning Experience
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Logging into NOAA's E-Learning System

1. Use Internet Explorer (not Firefox) to access NOAA's e-learning web site.
   You can access the site in these ways:
   a. Type in http://e-learning.doc.gov/noaa in URL on NOAA Home Page.
   b. By clicking on the http://e-learning.doc.gov/noaa link on the DOC e-learning page.
   c. By clicking the e-learning link on the NOAA Workforce Management Home Page,
      A-Z Index http://www.wfm.noaa.gov/a_z.html and scroll down to e-learning.

2. NOAA's e-learning home page appears. You will see 6 tabs at the top of the page.
   Click on the LOG IN button that appears (the second tab from the left.)

3. If you have NEVER accessed NOAA's e-learning system before:
   a. Use what appears to the left of your e-mail address as your Employee ID *and*
      temporary password (e.g., Maria.C.Krug WITHOUT the @noaa.gov).
   b. You will be prompted to change your temporary password to a password of
      your choosing. Your password IS case-sensitive.
   c. You will be prompted to reenter your changed password again.
   d. You now have access to NOAA's e-learning system.

4. If you forget your password, you can either:
   a. Click on the "I forgot my password" button on the log-in screen
   b. Contact NOAA's E-Learning Administrator. She can e-mail it to you.

5. Information contained on individuals in the NOAA Locator and NOAA's LDAP
   Directory is used to give you automatic access to e-learning. If information from
   either source is incorrect, this can prevent you from entering the e-learning
   system.
   a. To update your personal information in the NOAA Locator, contact Production
Control (Production.Control@noaa.gov) and request a Locator Request Form from.
        This information updates the NOAA e-learning system each Friday.
   b. To correct your personal information in the NOAA LDAP Directory,
        contact your Line/Staff Office Mail Administrator.

6. If you need *immediate access* to e-learning to complete coursework with a
   specified due date, or have difficulty logging in:
   a. Contact the NOAA E-Learning Administrator using the
       contact information at the top of this page.

    b. The Administrator will, give you immediate access, and will advise you if any further steps are necessary to correct your personal information.

<u>Getting Acquainted with NOAA's E-Learning Home Page</u>

1. There are 6 buttons that stretch across the top of NOAA's E-Learning Home Page. This is a brief description of what those buttons mean:

    a. *Text Only*   This button presents information to you eliminating all graphics.

    b. *Log On*   This button prompts you for your User ID and password, giving you entry to the e-learning system.

    c. *Catalog*   This button gives you access to a course catalog. You will see "My Catalog" and "Entire Catalog." You can search on either. The search engine allows you to type in a class title, class number, or general subject area. (e.g., *No Fear Act*). *Please note that Karta and NetG Courses are no longer Available to NOAA employees effective 6/30/2006.*

    d. *My Courses*   Once you have registered for a course, this button will show you all courses that you have registered for and the status: Not Attempted, Incomplete, or Complete. This is also the area where you can re-enter a course, print a completion certificate, and offer your feedback on a course.

    e. *FAQ*   This button contains frequently asked questions and answers about e-learning.

    f. *Floor Plan*   This button is available for those who want to access features of e-learning without using the drop-down menus. It takes you to various floors where specific information is available.

2. On the bottom of the NOAA E-Learning Home Page, you will see links:

    a. *Info. Desk*   This link gives you information on navigating throughout the site.

    b. *Elevator*   This allows you to proceed through different floors in the floor plan. I would recommend that you use the drop-down menus instead of the floor plan to find the information you need.

    c. *Calendar*   This link takes you to a personal course calendar that you or your supervisor can set up for you.

    d. *Evaluation/ Survey Ctr.*   This link allows you to complete evaluations or take surveys.

    e. *Help Desk*   This link gives you information on who you can reach for customer/ technical support. NOAA's E-Learning Administrator should be your first source for assistance. She can be reached at: Maria.C.Krug@noaa.gov or by phone at (301) 665-3766.

Registering for a Course

1. Click on the CATALOG button on the NOAA E-Learning Home Page.

2. You can either:
    a. Choose MY CATALOG for courses available for you to take.
    b. Choose ENTIRE CATALOG to show all courses available throughout DOC.
    c. Use the search engine to type in a course name (e.g., *No Fear Act)* course
       category (e.g., *Diversity),* or to locate a course by a course number.

3. You will be presented with approximately 5 courses per page. To learn more about a
    particular course, click the course title (which is an active blue link). The upper right
    hand corner of the page will tell you how many courses are listed under your category
    search. You can also check to see feedback on a course (how others have rated it). If
    the course was rated, you will see stars—if it was not yet rated, it will indicate that.

4. You will now see a course description and a REGISTER button at the lower
    right-hand end of the course description. Click on this button if you want to
    register for the course. You should get a message that states your registration is
    successful. (If you receive a message that "you do not have the appropriate library
    access to enter this course," there is nothing wrong with your registration. This indi-
    cates you tried to register for a course that is no longer available to NOAA
    employees.)

5. You will be immediately switched to a MY COURSES page, where you will click
    on the title of the course to begin taking the course.

6. Click on the course link to take the course. If you need to exit the course and
    return to a course at a later time, the system automatically bookmarks where you
    were. You can return to your course by entering MY COURSES again upon your
    return.

Taking/Returning to a Course

1. Log in to NOAA's E-Learning Home Page.

2. Click on MY COURSES.

3. Click on the title of the course.

4. A Skill Soft window appears. Click on the link that says PLAY THE STANDARD
    VERSION OF THIS COURSE.

5. A course menu appears. The linked outline items can be clicked, one by one, to
    take all course subtopics and tests. Each topic contains course objectives, content and
    assessments.

6. The navigation bar at the bottom of each course screen contains the following buttons for you to navigate or explore:

  a. *Resources*   This button gives you other information sources, such as articles and books that could provide further information /enhance understanding about course content. There are wonderful sources that you should not overlook.

  b. *Job Aids*   These are aids that you can print off and use to reinforce your understanding after you have completed the course. There are many "how to" lists and other historical background materials contained here.

  c. *Skill Briefs*   This contains information on outcomes you should achieve while taking the course.

  d. *Audio/No*   This button permits you to listen, as well, as read, course material.

  e. *Forward*   This button will move you forward in the course. (>)

  f. *Back*   This button will move you back in the course. (<)

  g. *Course Menu/* This button will show you the outline of the entire course and
     Course Map   bookmark where you left off in a course. You can always check this button to make sure you completed all materials.
                    If you have completed a course, all circles will be filled in with GREEN.

7. The course will prompt you to perform other actions, as well:
   a. For matching/sequencing tests, do a "drag and drop" function.
   b. If you want to get further information on a specific point, a course can prompt you to click on a sentence or to click on an answer to determine why your choice was correct/incorrect.

8. Be sure to complete all course content, including pre-tests and post-tests to ensure you complete the course and get a completion certificate. You will know if you have completed all course content by going to the course map discussed in Item 6.

9. Do not begin any assessment or test within a course unless you know you will have sufficient time to complete it. If you exit a test without completing it, all remaining questions will be marked wrong.

Completing a Course

1. Make sure that you advance throughout the entire course. After you have completed all course requirements and advanced through all screens, you should receive an "end of course" message. It is then safe to exit the course.

2. To ensure you were given credit for completing a course, reenter the MY COURSES button. Under the title of the course, you should see a status of "completed." The system will then give you the option to print a completion certificate. I would strongly suggest you print these for your records. You also have the option to provide feedback on a course using the FEEDBACK button that appears.

3. Your supervisor will be notified by email when you have completed a course. If your supervisor does not receive notification, contact NOAA's E-Learning Administrator.

We Can Learn Together!

I am committed to providing you tools that will enhance your enjoyment and increase your skills using NOAA's e-learning system. If you have any comments or suggestions for new tools that could assist you, please contact me!

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NOAA E-Learning Administrator